

# ELECTRONIC COMMODITY ORDERING INSTRUCTIONS

## Place your order between January 5 - February 13, 2009

1. To access the Commodity ordering system online, login using your school's user name and password at:  
<http://www.opi.mt.gov/schoolfood/foodDistNEW.html>. Your school's login and user name and password are the same as those used for both the CNPweb and the OPI Cooperative Purchasing programs. Your user name is your school's agreement number which looks similar to this: "01-0111." The password is chosen by each school.
2. From the login page, you will proceed to the main ordering page. Your **Available Balance** (entitlement balance) will automatically appear in the upper left hand corner. Below your entitlement balance are buttons representing the different food categories. When you click on one of the food category names, the list of foods in that category will appear.
3. Enter the number of cases you want in the **Quantity** column. Use the tab key to move from item to item. Click **SAVE** below **Available Balance** to calculate your remaining entitlement. This can be done after entering each item or before moving on to the next food category. If you do not click **SAVE** before moving to the next category, all cases that you have entered in this food category will be lost.
4. You will get a message "Unable to Save Information. A Negative Balance is Not Permitted" when you have used all of your entitlement dollars. Once you have used all of your entitlement dollars, you can print your final order by clicking on **Reports** and then click **Print Current Order**. From here, you can open and print or save it to your computer and print. You can also select **Print Blank Order Form** under Reports to use before placing your order.
5. Clicking **SAVE** automatically submits your Commodity order. The order form will be available to you to make changes until the closing date which is **February 13, 2009**.
6. Bonus items will be ordered separately and have their own order form. You will be notified as bonus items become available. Once you have entered your order for available bonus item(s), click "**Send to OPI.**"
7. Once the closing date has passed, February 13, 2009, you will be notified via email about items that were not ordered and will have the opportunity to request additional items by following the instructions listed above.

